

California Energy Commission



CLASSIFICATION: **Energy Commission Specialist I (Forecasting)**
 Will consider Associate Energy Specialist (FO)
 Will consider Training and Development Assignment

TENURE/ TIME BASE: Permanent/Full Time

SALARY: Energy Commission Specialist I (FO): \$4,978 - \$6,186
 Associate Energy Specialist (FO): \$4,532 - \$5,632

LOCATION: Energy Assessments Division, Demand Analysis Office
 Sacramento

FINAL FILING DATE: Until Filled

JOB DESCRIPTION: Under the general supervision of the Energy Commission Supervisor II (FO) in the Data Collection Unit of the Demand Analysis Office (DAO) of the Energy Assessments Division the incumbent serves as a technical expert, performing the more complex analytical tasks above the journey-working level, in the identification, acquisition, storage, processing, analysis and reporting of data related to energy consumption by residential, commercial and industrial energy customers in California. The incumbent also prepares technical analyses and evaluations of historical and forecast energy use data.

The incumbent works independently but also must collaborate with other energy specialists and researchers within and outside of the Energy Commission. Experience in database maintenance, management, and analysis is required in order to perform the duties of this position. The ECS I works with large data sets that often require the incumbent to extensively review and prepare the data before it is in a form suitable for analysis. Additionally, the incumbent must be prepared to work with not only standard database applications such as Microsoft Access and Excel, but also various other data analysis tools, including custom-made applications. The incumbent may be involved in developing such custom applications for the DAO.

DUTIES/RESPONSIBILITIES include but are not limited to:

- In the capacity of a technical lead, collects and analyzes data showing electricity and natural gas use patterns. Works with other specialists using existing data analysis tools, and in developing new tools, to generate reports and improve the DAO's analytical capabilities in identifying, characterizing and analyzing energy use patterns by geographic area and industry and building type. Exercises lead responsibility for developing database queries and other related searches that make electricity, natural gas and other energy information more accessible for analysis and also for use by the Energy Commission, other state agencies, policy makers, and the public at large. Develops and/or uses original or innovative solutions and new or untested approaches or methods to analyze complicated issues.
- Responsible for improving methods and procedures for tracking data and presenting key data results to Commission decision makers. Works with California energy companies to acquire timely and accurate historical data. May act as lead technical specialist over other staff to improve the accuracy of information. Exercises lead responsibility as Project Manager in reinforcing data collection activities by standardizing methods of collecting all required energy consumption information. Collaborates with management and staff in developing and improving standard data collection protocols and procedures.

- Independently performs technical analysis for projects and energy forecasts. Provides technical expertise in updating end use models with historical energy information. Exercises lead responsibility for the research, analyses, and preparation of reports featuring energy trends. Responsible for data management and preparation of graphical presentations for forecast model results and demand analyses.

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have:

- Excellent interpersonal, collaborative, and leadership skills.
- Successfully work within a larger team environment.
- Ability to communicate complicated information in a simple, consumer friendly manner.
- Ability to effectively write and edit technical program information.

WHO MAY APPLY: Eligible candidates who are current state employees with status in the above classification, lateral transfers from an equivalent class who meet the minimum qualifications of this classification, former state employees who can reinstate into this class or persons who are reachable on a current employment list for this classification. Appointment is subject to the provisions of the SROA process: SROA/SURPLUS/ REEMPLOYMENT candidates are encouraged to apply and must attach a copy of their status letter in order to be considered. Applications will be screened and the most qualified may be contacted for an interview.

Interested applicants must submit a completed Standard State Application (Form STD. 678) with an original signature, to the contact/address listed below. Electronic applications will not be accepted. **You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reinstatement, etc.), RPA #820-078 and Position #820-4947-008 in the "Explanation Section" of the STD. 678.** Will consider a Training and Development Assignment.

Please Note: Possession of the minimum qualifications will be verified prior to the interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application may be forwarded to the State Personnel Board for review and the applicant's name may be removed from the eligibility list.

SUBMIT APPLICATIONS TO:

Personnel Services Office
Attn: RPA 820-078
1516 9th Street, MS-3
Sacramento, CA 95814

View full Duty Statements:
<http://www.energy.ca.gov/careers/jobs.html>

For additional questions regarding this recruitment, you may contact (916) 654-4305 or email personnelservices@energy.ca.gov.

California Relay (Telephone) Service – TDD Phones: 1-800-735-2929 and Voice Phones: 1-800-735-2922